

# Tutorial for signing documents with DocuSign

With DocuSign, you can now digitally sign documents quickly and easily. Here's how:

## 1 Receipt of an e-mail from RIGK via DocuSign

- Click on **Review document** (see Fig. 1)

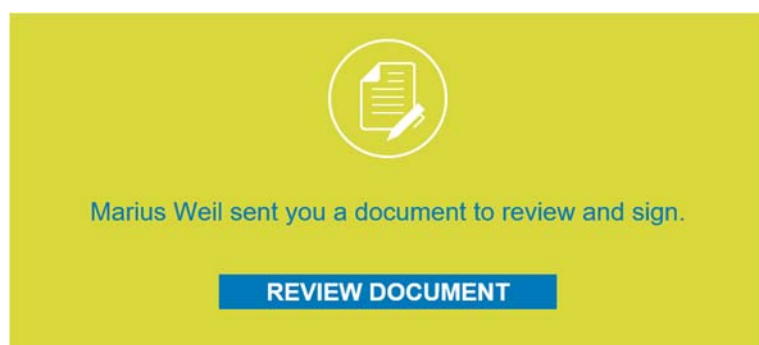


Fig. 1: Review document

## 2 Open the document

- When you open a document via DocuSign, different actions are available after reading the sender's message (see Fig. 2)



Fig. 2 Overview message of the sender

- Click **Continue** if you are authorized to sign and wish to sign the document. Please continue with the processing at "**Point 3 Signing the document**".
- If you are not authorized to sign and would like to forward the document to the responsible person, click "Other actions" (see Fig. 3).

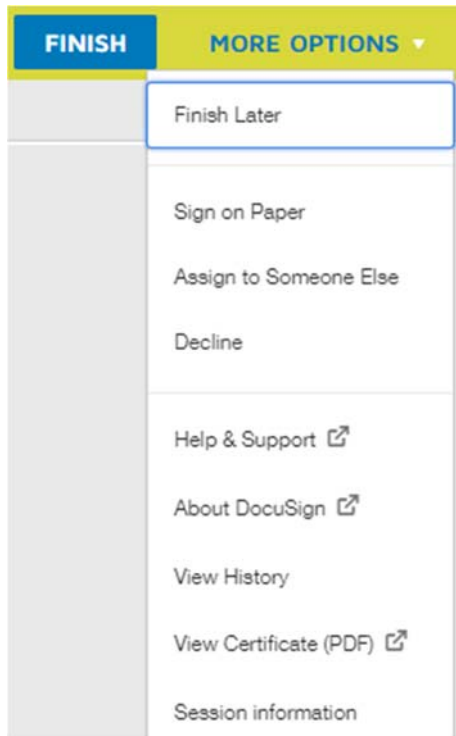


Fig. 3: Overview other actions

There you can:

- I. Sign on Paper (analog signature),
  - Therefore download the document (see Fig. 4)
  - After that, select whether you want to upload the scanned document after handwritten signature or send it by fax (see Fig. 5)

### Sign on Paper

How would you like to return your signed document?

- ☐ Upload
- ☐ Fax

CONTINUE

CANCEL

Fig. 4: Print & Sign

### Sign on Paper: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT

CANCEL

Fig. 5: Download document

## II. Assign to Someone Else

- For this purpose, please enter the name of the person in charge, the e-mail address and the reason for the assignment (see Fig. 6)

### Assign to Someone Else

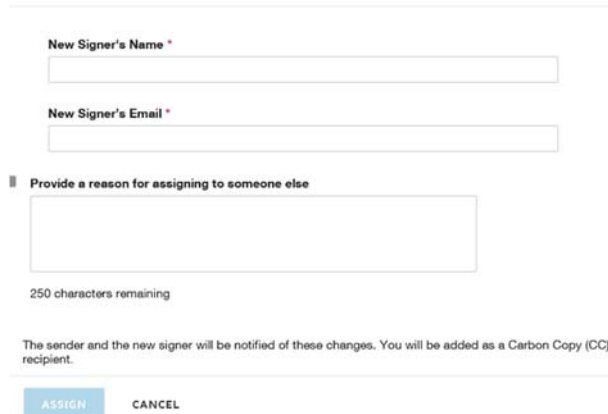


Fig. 6: Assigning the signing to another person

## III. Decline (reject the signing process altogether).

## 3 Signing the document

- After you click **Continue**, the document will open.
- The fields defined for you are highlighted in yellow. These are marked as either “optional” or “required”.
- Before signing the contract, please check if the correct contract partner is named.
- After filling in all optional or required fields, you can sign the document via **Sign** (see Fig. 7).
- The date is inserted automatically.



Fig. 7: Signing process

- Here you can either
  - a. Use your saved signature (see Fig. 8, left button) or,
  - b. If you don't have one yet, adopt a new one (see Fig. 8, right button)

## My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.



Fig. 8: Use a saved signature or adopt a new one

- a. Use your stored signature:
  - The signature stored by DocuSign is automatically applied
- b. Adopt a new one (see Fig. 9):
  - As a new signature you can adopt one of the suggestions from DocuSign,
  - Draw a signature on the screen or
  - Upload a scanned signature from you.
- At the end, click **Adopt and Sign**.

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Full Name\*

RIGK Tutorial

Initials\*

RT

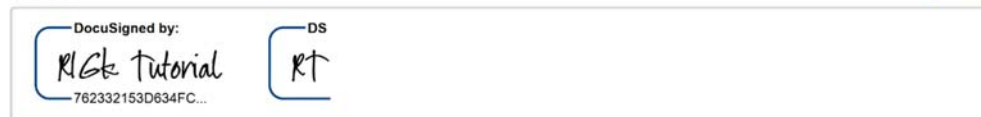
SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Fig. 9: Selection of a new signature

- You will then be taken back to the document you (see Fig. 10).



Fig. 10: signed document

- Now click on **Finish** (see Fig. 11)



Fig. 11: Finishing/completion of the signing process

- You will then receive an e-mail from DocuSign confirming that the signing process has been completed.
- The document is forwarded by DocuSign to the management of RIGK for their signing process.
- Once all signers have signed, you will receive a confirmation from DocuSign with a copy of the signed documents for your records (see Fig. 12).

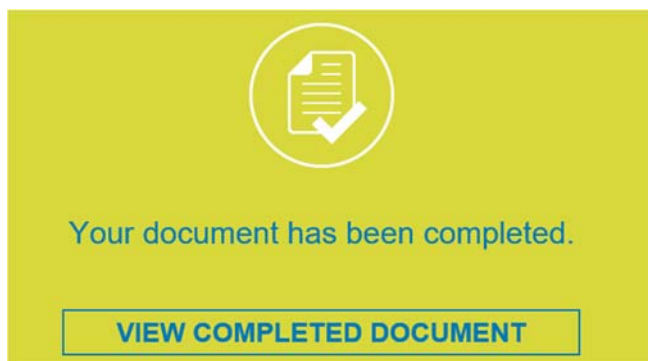


Fig. 12: Confirmation of the signing process

Source: <https://support.docusign.com>